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ACTION

OLL 85-2780

Office of Legislative Liaison
Routing Slip

TO:		ACTION	INFO
1.	D/OLL		X
3.	DD/OLL		X
3.	Admin Officer		X
4.	Liaison	X	
5.	Leaislation		X
6	STAT		X
7			✓
8			
9.			
10.			
	SUSPENSE	30 Sept 85 Date	

STAT

Action Officer:	
Remarks:	

ecf 24 Sept 85
Name/Date

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STAT

TRANSMITTAL SLIP	DATE 23 Sep 1985
TO:	
ROOM NO. 7B24	BUILDING HQS
REMARKS:	
FROM: D/IG	
ROOM NO.	BUILDING / EXTENSION

STAT

FORM NO. REPLACES FORM 36-8 (47)

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Office of the Inspector General

85-2780

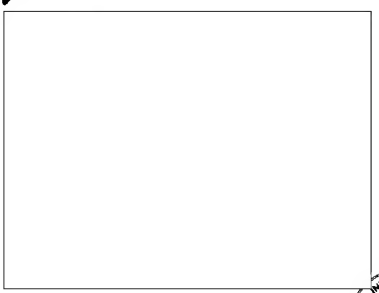
23 Sep 85

D/OLL

Ed, is it more appropriate for your office to handle items 1, a, b & b with the IG providing all items under para 2? I would limit all para 2 info to the audit, inspection and investigation activities of this office.

What do you think. They didn't seem to like the idea of getting their regs from the HAC staffers.

STAT



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1. General Agency Data Required:

   a. Organizational chart of the agency/telephone directory.

   b. Listing - copies of primary enabling legislation, executive order regulations and laws under which the agency operates.

   b. Types of reports made to the Congress.

2. Basic information on the organizational entity responsible for the internal review function:

   a. Statement of the responsibilities of the organization and an organizational chart.

   b. Operating procedures, manuals, directives, etc., on the internal review function.

   c. Number of personnel assigned to the internal review function by job title and grade.

   d. List of key personnel.

   e. Dollar amount budgeted for the internal review function FY's 1985 and 1986.

   f. Provide samples of the types of audits conducted, e.g., financial, management (program) reviews.

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